



Junior Systems Administrator

For over 20 years, FedNat, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an “A+” rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like FedNat and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team achieving these goals.

If you wish to be a part of FedNat, please take a moment to review the position responsibilities and requirements below for the position of **Junior Systems Administrator** and submit your resume to HR-Recruit@FedNat.com

Knowledge:

- Knowledge of basic web languages, i.e. (HTML, CSS, JS)
- Basic knowledge Microsoft web and certificate management
- Basic knowledge of Veeam backup and Restore Products
- Basic management knowledge of MS-SQL server
- Basic knowledge of SolarWinds IPAM monitoring and configuration
- Basic knowledge of Fortinet Firewall configuration
- Experience with manage services and maintaining good vendor relationships

Skills:

- Collaborate with peers and actively participate in support of the IT department Strategic Plan, implementation and improvement
- Recommend, maintain network hardware and software supporting the organization IT needs
- Configure network monitoring and security solutions to ensure network availability to all system users
- Perform necessary maintenance to support network availability
- Monitor, Document and review all departmental processes and improvement plans
- Participate in small project teams as well as monitor the completion of the day to day IT operation and improvement goals
- Diagnose hardware and software problems, and replace defective device components
- Monitor and remediate data backups and disaster recovery operations
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations
- Coordinate and implement network security measures in order to protect data, software, and hardware
- Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use
- Support, comply and execute all corporate and departmental policies and procedures
- Assist in the performance of routine network startup and shutdown procedures, and maintain control records
- Test computer hardware, networking software and operating system software
- Recommend changes to improve system and network configurations, and determine hardware or software requirements related to such changes

- Confer with network users and IT administration about how to solve and improve existing system problems
- Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
- Train people in computer system use or system changes
- Load computer tapes, disks, and install software as necessary to test, secure, improve and implement IT service solutions
- Gather and interpret data pertaining to customer needs, and use the information to identify, predict, interpret, and evaluate system and network requirements
- Assist in the activities performed by other team members to ensure they understand and comply with IT standards and procedures to accomplish work
- Maintain logs related to network functions, as well as maintenance and repair records
- Research new technology, design solutions and implement these as approved
- Coordinate with vendors and with company personnel in order to facilitate purchases
- Demonstrate the ability to keep a regular work schedule and maintain regular, predictable attendance
- Maintains confidentiality

Education & Experience:

- ITIL v3 framework Fundamentals Certification
- Minimum 2-3 years of experience in IT system administration demonstrating a clear understanding of network and system operations in large a client server setting
- Advanced understanding of Microsoft Active Director implementation and management. Including basic PowerShell and scripting of bulk tasks
- Basic knowledge of the ITIL v3 framework concepts and maintenance and functional architecture
- Advanced understanding of Microsoft RDS and RDS gateway secure services deployment and maintenance
- Basic understanding of VMWare ESX environment its deployment and maintenance
- Basic knowledge of backup systems and methods as well as DRS technologies
- Advanced understanding of Microsoft 365 hosted services and collaboration tools
- Basic understanding of network security and firewall technologies
- Basic understanding of network connectivity technologies such as routing, protocols and port functionality
- The ability to safely lift 30 to 40 pounds as necessary

FedNat is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.